

# **COVID-19 Workplace Safety Plan**

**Federal Retirement Thrift Investment Board (FRTIB)**

**77 K Street NE, Washington, DC**



**Federal Retirement  
Thrift Investment Board**

**TABLE OF CONTENTS**

**EXECUTIVE SUMMARY ..... 2**

**HEALTH AND SAFETY ..... 3**

Information about the Vaccination.....3

COVID-19 Coordination Team.....3

CDC Community Levels.....3

Telework and Remote Work.....3

Hours of Work.....3

Health Screening.....3

Contact Tracing.....4

Travel.....4

Steps Following COVID-19 Exposure.....4

Confidentiality and Privacy.....4

**WORKPLACE OPERATIONS..... 5**

Occupancy Limits.....5

Physical Distancing.....5

Environmental Cleaning.....5

Hygiene.....5

Ventilation and Air Filtration.....5

### EXECUTIVE SUMMARY

The Federal Retirement Thrift Investment Board (FRTIB) developed this Workplace Safety Plan in accordance with Executive Order 13991: Protecting the Federal Workforce and Requiring Mask-Wearing and has updated it to comply with the Office of Management and Budget Memorandum 21-25 “Integrating Planning for A Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment”. In March 2020, FRTIB established a COVID-19 Coordination Team responsible for the development of plans to create a safe environment and continue operations during the pandemic. The objectives of this Workplace Safety Plan include but are not limited to the following:

1. Ensure we take every reasonable precaution to provide a safe environment for employees, contractors, vendors, and visitors.
2. Leverage our capabilities to create a safe environment for employees to continue services.
3. Utilize lessons learned during COVID-19 to modify and/or enhance our operational procedures based on local health conditions and/or governmental requirements.

FRTIB continues to adhere to Safer Federal Workforce Taskforce guidance and will adjust plans as needed. The agency looks forward to continuing to work with federal, state, and local government in support of the National Strategy for the COVID-19 Response and Pandemic Preparedness. FRTIB employees, contractors, and visitors with questions about this COVID-19 Workplace Safety Plan can contact the following:

- FRTIB employees - Contact [Backto77K@frtib.gov](mailto:Backto77K@frtib.gov).
- FRTIB contractors - Contact the appropriate FRTIB Contracting Official.
- Visitors - Contact the FRTIB office or point of contact for your visit.

## HEALTH AND SAFETY

The health and safety of the workforce is our highest priority. The FRTIB COVID-19 Coordination Team was established at the beginning of the pandemic to develop plans to protect the workforce during the pandemic. The actions implemented to address applicable health and safety principles for reentry are provided below.

**Information about Vaccination:** All federal employees were required to be fully vaccinated no later than November 22, 2021<sup>1</sup>; except in limited circumstances where an employee is legally entitled to an accommodation due to disability or religion. Employees that believed they may be entitled to an accommodation were directed to contact the Employee Relations Specialist located in the Human Resources Division. FRTIB requested vaccination proof from federal employees and complied with all applicable laws in collecting this information. Currently, to ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Retirement Thrift Investment Board will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Furthermore, to ensure compliance with an applicable nationwide injunction, the Federal Retirement Thrift Investment Board will take no action to implement enforce E.O. 14042 on Ensuring Adequate COVID Safety Protocols for Federal Contractors. For existing contracts or contract-like instruments that contain a clause implementing requirements of E.O. 14042, the Federal Retirement Thrift Investment Board will take no action to enforce the clause implementing requirements of E.O. 14042. To be consistent with Task Force guidance, employees who seek any non-required dose of FDA-authorized COVID-19 vaccine during work hours are authorized to receive up to 4 hours of administrative leave per dose. Employees may also receive up to 4 hours of administrative leave per dose to accompany a family member to be administered the vaccine.

**COVID-19 Coordination Team:** The team is comprised of representatives from human resources, security services, technology services, facility management, general counsel, and executive leadership. The team meets to review CDC, state and local guidelines and make recommendations to leadership on safety plans and telework/remote working procedures during the pandemic.

**CDC Community Levels:** FRTIB monitors [CDC Community Levels](#) to assist in planning efforts. Per CDC guidance, when CDC Community Levels are LOW or MEDIUM, face masks are optional. When Community Levels are MEDIUM or HIGH, per Safer Federal Workforce Taskforce guidance, signage is posted to discourage crowding.

**Telework and Remote Work:** Effective May 31, 2022, FRTIB recently updated its Telework policy to allow employees an opportunity to telework 3 days a week. FRTIB's policy also allows for scheduled day and "floating day" options, as well as situational telework days and "split" telework days. FRTIB's policy also allows for medical telework, as needed, by employees who may need to temporarily telework for their own medical condition or the condition of a family member.

**Hours of Work:** FRTIB offers the 5-4/9 work schedule and gliding arrival and departure times. FRTIB piloted a Maxiflex work schedule option during the pandemic. The pilot was successful, and the schedule option was rolled out to the entire agency in January of 2021. During the transition period to re-entry, and for a limited time after, FRTIB modified its hours of work policy to allow for more

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<sup>1</sup> FRTIB has followed Task Force guidance relating to the subsequent litigation relating to the vaccine requirement.

flexibility for people coming into the building. Effective May 31, 2022, FRTIB permanently modified its Hours of Work policy to allow for earlier arrival and departure times.

**Health Screening:** Employees, contractors, and visitors are required to conduct a self-health screening checklist confirming they do not have symptoms identified by the CDC as typical of COVID-19.

**Travel:** Employees are instructed to follow [CDC guidance](#) for travel. The Agency recommends employees consider being tested for current infection with a viral test as close to the time of departure as possible (no more than 3 days) before travel. Furthermore, the Agency instructs the traveling individual to check their destination's COVID-19 Community Level before traveling, and to wear a high-quality mask or respirator (such as an N95) while on-duty and around others indoors at their destination, if the COVID-19 Community Level in the county where their destination is located is HIGH.

**Steps Following COVID-19 Exposure:** FRTIB adheres to Safer Federal Workforce Taskforce Task and [CDC guidance](#) concerning employees that have been exposed in the workplace to someone suspected or confirmed to have COVID-19. If an employee tests positive for COVID-19, they are required to report to human resources and not enter the facility. Any individual with probable or confirmed COVID-19, regardless of their vaccination status, must not enter facility or interact with members of the public in person as part of their official responsibilities, consistent with CDC guidance on isolation and the workplace safety protocols set forth by their agency, and monitor their symptoms. To be consistent with Task Force guidance, employees who tested positive for COVID-19 and never developed symptoms are authorized to return to working onsite or interact with members of the public as part of their official responsibilities after 5 full days following their positive COVID-19 test (day 0 being the day the individual was tested). Employees who tested positive for COVID-19 and had symptoms may return to working onsite and interact with members of the public as part of their official responsibilities after 5 full days from the onset of symptoms (day 0 being the day of symptom onset), once they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms are improving. If an employee had moderate illness (if they experienced shortness of breath or had difficulty breathing) or severe illness (they were hospitalized) due to COVID-19, or have a weakened immune system, the Agency will advise the individual to delay returning to working onsite or interacting with members of the public as part of their official responsibilities for a full 10 days. Once an individual has returned to working onsite after having tested positive for COVID-19 and isolated consistent with CDC guidance on isolation, the Agency will instruct the individual to continue to take precautions consistent with CDC guidance for at least 10 full days after their first day of symptoms, or after the date of a positive viral test for asymptomatic individuals, including wearing a high-quality mask or respirator (such as an N95) when around others, avoiding eating and drinking around others, avoiding environments such as dining facilities, gyms, or other places where they may need to be unmasked around others, and avoiding being around people who they know are at high risk for severe disease from COVID-19. The Agency will inform such individuals that they can opt to take two viral antigen tests authorized by the FDA to detect current COVID-19 infection, starting on day 6. With two sequential negative tests 48 hours apart, the individual may remove their mask sooner than day 10. If at any point COVID-19 symptoms recur or worsen, the Agency will instruct the individual to again not enter a facility or interact with members of the public as part of their official responsibilities, restarting at day 0, consistent with E.O. 13991 and CDC recommendations on isolation.

**Confidentiality and Privacy:** The Human Resource Division is the point of contact for collection any medical information. Information collected is treated in accordance with applicable law.

## WORKPLACE OPERATIONS

The agency continues to adhere to CDC guidelines to mitigate the spread of COVID-19. The actions implemented to address applicable workplace operation principles are provided below.

**Occupancy Limits:** Per OMB Memorandum M-21-25, “*Integrating Planning for A Safe Increased Return of Federal Employees and Contractors to Physical Workplaces with Post-Reentry Personnel Policies and Work Environment,*” occupancy limits are no longer in effect. Currently, the Agency does not have any occupancy limits within its workplace; however, it continues to implement safety guidance from CDC, OSHA, and Safer Federal Workforce Taskforce to mitigate exposure to COVID-19.

**Physical Distancing:** Fully vaccinated employees, contractors and visitors are not required to comply with any physical distancing procedures. When Community Levels are MEDIUM or HIGH, per Safer Federal Workforce Taskforce guidance, signage is posted to discourage crowding.

**Environmental Cleaning:** FRTIB has coordinated with property management to enhance cleaning and disinfectant options specifically for high touch point areas and restrooms. Cleaning is performed frequently throughout the day. Cleaning staff is using cleaning products approved for use against the virus that causes COVID-19. In the event of a suspected or confirmed case of COVID-19 in the workplace, FRTIB will conduct cleaning in accordance with CDC, GSA guidance which provides as follows:

- If fewer than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

**Hygiene:** FRTIB has placed hand sanitizer stations throughout the workplace to include disinfectant wipes in kitchenette areas. FRTIB provides wipes and other EPA-approved disinfectants, as necessary, for employees to wipe down their workstation and related personal property. Property management has installed touchless water faucets, toilet flushers and foot pull openers on restroom doors. In addition, nano septic self-cleaning buttons have been installed in elevators.

**Ventilation and Air Filtration:** Property management and engineering teams are following CDC guidelines and have taken the following measures:

- Increased outside air ventilation where possible including overnight to purge space completely.
- New MERV 15 air filters have been installed on all base building fan systems.
- An independent third party has inspected the base building air and water distribution system.
- Annual air quality inspections are performed.